



DISTRICT OF COLUMBIA RETIREMENT BOARD
Position Vacancy Announcement

ANNOUNCEMENT NO: 20120123	POSITION: <i>Business Analyst</i>
OPENING DATE: January 23, 2012	CLOSING DATE: January 31, 2012
TOUR OF DUTY: 8:30 a.m.-5:00 p.m., Monday-Friday	STARTING RANGE: \$74,800-\$93,500 (Grade 9) (Career Service) Entire Range: \$74,800-\$112,200
LOCATION: 900 7 th Street, NW 2 nd Floor Washington, DC 20001	AREA OF CONSIDERATION: Open to all applicants
NUMBER OF VACANCIES: One (1)	TYPE OF APPOINTMENT: Probationary to Regular

This position is **NOT** in a collective bargaining unit.

***** Successful pre-employment criminal, financial, educational and certification background check required *****

ABOUT THE D.C. RETIREMENT BOARD: The District of Columbia Retirement Board is an independent agency of the District of Columbia Government. Our mission is to manage and control the assets of the D.C. Police Officers' and Firefighters' Retirement Plan and the D.C. Teachers' Retirement Plans as well as to administer benefits for the members of the plans.

POSITION SUMMARY

The Business Analyst analyzes workflow, data, policies, and operations to recommend solutions that assist in achieve short and long-term project goals. The primary responsibility is to analyze information and business processes in order to make recommendations in the area of benefits administration and other DCRB operations.

PRIMARY RESPONSIBILITIES

- Collects, reviews, and analyzes information in order to make recommendations to supervisor/other team members in the area of benefits administration and other DCRB operations. Prepares comprehensive written reports and generates statistical reports.
- Conducts work simplifications and measurement studies, and prepares operations and procedures manuals to assist management in operating more efficiently and effectively in the areas of administrative services, records management, and information management systems.
- Provides technical expertise to projects related to benefits administration, the implementation of a pension information management system, and records management. Defines, develops and implements quality assurance practices and procedures, end user test plans and other quality assessments. Works with the information technology staff in the conduction of testing to meet project timelines.
- Assists supervisor with the study of work problems and procedures, such as organizational change, communications, information flow, data management, cost controls, or cost analysis related to the administration of a defined benefit retirement plan. Develops metrics and tracking of project schedules.
- Participates in the preparation, monitoring and maintenance of the project budgets by estimating future expenditure levels based on historical data; making projections for future costs; preparing and presenting the budget and/or justifications.
- Assist in monitoring DCRB project vendors by developing comprehensive narrative and statistical reports for presentation to project management team, Executive Director and other entities.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of business, public administration, information technology, human resources, and management principles involved in strategic planning, financial management, policy analysis, program evaluation, resource allocation, human resources modeling, production methods, and coordination of people and resources.
- Knowledge of policies and procedures related to the administration of the Police, Firefighters, and Teachers' Retirement Plans.

BEHAVIORAL COMPETENCIES

- Ability to confer with others to reach resolution. Ability to explore alternatives and positions to reach outcomes that gain the support and acceptance of all parties.
- Ability to develop and maintain strong relationships with stakeholders and staff by listening to, understanding, and responding to, identified needs.
- Ability to understand the DCRB's future mission, the function of the specific work unit and how it interrelates with other work units to serve the members. Ability to understand the impact and implications of decisions on the members and other stakeholders.
- Ability to influence other and demonstrate project leadership by working producing work in a timely and cost effective manner.
- Ability to maintain confidentiality of records and information.
- Ability to work under tight deadlines and independently prioritize work.
- Ability to work closely with others as part of a team while being able to take full responsibility for a task.

QUALIFICATIONS

- Completion of an undergraduate degree program in business or public administration or a combination of experience and training in research, data analysis, and complex project support.
- Three to five years of human resource/pension/benefits administration and project support experience.

WORKING CONDITIONS

- Normal office environment.

This job description indicates the general nature and level of work being performed by employees in this job. It is not intended to be an exhaustive list of all tasks, duties, and qualifications of employees assigned to this job. Incumbents may be asked to perform other duties as required.

HOW TO APPLY:

Applicants must submit a completed DC2000 Employment Application, letter of interest discussing eligibility and qualifications, and resume.

The Employment Application is available at www.dcrb.dc.gov under "Employment Opportunities"

Applicants claiming Veterans Preference must submit official proof with application.

All educational and experience requirements used to determine eligibility for this position must be officially verified at the time of appointment. No offer of employment will be deemed fulfilled without such verification(s).

WHERE TO APPLY: Submit application materials to: HR Manager
DC Retirement Board
900 7th Street NW, 2nd floor
Washington, DC 20001

Or fax materials to: (202) 566-5000
Attention: HR Manager

NOTE: It is imperative that all information on the DC2000, resume and supporting documents be both accurate and truthful and is subject to verification. Misrepresentations of any kind may be grounds for disqualification for this position or termination.

NOTICE OF NON-DISCRIMINATION: In accordance with the DC Human Rights Act of 1977, as amended, DC Official Code, §2-1401.01, et seq. (Act), the District of Columbia Public Schools does not discriminate in its programs and activities on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family status, family responsibilities, matriculation, political affiliation, disability, source of income or place of residence or business. Sexual harassment is a form of sex discrimination which is prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

NOTICE OF BACKGROUND INVESTIGATION AND PENALTIES FOR FALSE STATEMENTS: An offer of employment with the DCRB is contingent upon the completion and satisfactory result of a criminal, education and financial background investigation conducted by the DCRB or authorized agent prior to commencement of duty. In addition, an offer of employment for a position with specified education and certification qualification requirement(s) is contingent upon the completion and satisfactory result of a educational and/or certification background investigation conducted by the DCRB or authorized agent prior to commencement of duty (Pursuant to DCRB Policy No. DCRB-09-1-01).

Applicant understands that a false statement on any part of your application, including materials submitted with the application, may be grounds for not hiring you, or for firing you after you begin work (D.C. Official Code, section 1-616.51 *et seq.*) (2001). Applicant understands that the making of a false statement on the application or on materials submitted with the application is punishable by criminal penalties pursuant to D.C. Official Code, section 22-2405 *et seq.* (2001).

DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."



OFFICIAL JOB OFFERS ARE MADE ONLY BY THE DCRB HUMAN RESOURCES

